

<b>01 - Name of processing</b>	<b>Selection and engagement of TA staff, Contract staff (procedure applied by analogy) &amp; Seconded National Experts</b>
02 - Reference	6
03 - Submission Date	27-03-09
04 - Last update	09-09-21
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	The main purpose of personal data collection and processing is the facilitation of the selection procedures of statutory staff and SNEs.
10a - Data Subjects	Individuals, citizens of EU Member States and the States of EEA Agreement (Iceland, Liechtenstein and Norway) who apply to call for applications advertized by ERA, including existing staff members of ERA (as they always need to re-apply or apply for internal selection procedures).  For SNEs data subjects may be as well citizens of candidate countries and, by means of derogation, exceptionally citizens of third countries.

## 10b - Personal data

The following categories of data are collected and processed:

1. Data to identify and contact the applicant: family name, first name, date of birth, nationality, private postal address, e-mail address, telephone number, bank account, ID or passport copy (for reimbursement of expenses), etc.
2. Data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the call for applications: ERA application form. Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.
3. Additional Data in case contract of employment / mandate as SNE is offered: supporting documents (diplomas, certificates of previous work experience, certificates of family status, etc.) including documents containing sensitive data such as certificate of character and "medical-fit-to-work" certificate, which is given from the Commission Medical Service.

For Seconded National Experts ONLY: ERA collects the same personal data as above with the exception of the "sensitive" data (character certificate, "medical fit-to-work certificate). Also, as the relation of ERA to the SNEs is not a contractual one, ERA does not collect data relevant to establishment of individual rights (work certificates, family status certificates, marriage certificates, etc.)

3. The selection files also contain personal data concerning the intermediate outcome of the pre-selection procedure and the final outcome of the entire selection procedure, including the decisions of the AACC on the establishment of the reserve list and the assignment / appointment of the successful candidate. There is no selection procedure for the SNE's. Their applications are stored in a dedicated library accessible to the Head of Department/Units.

11 - Time limit for keeping the data

A. For non successful candidates: Ten (10) years from the date the subject became aware of the result of selection procedure (i.e. from the date of publication in ERA Web page that the procedure was closed, or the date in which the applicant has received an information letter)

B. For the candidates whose names have been included in a reserve list or short list: Ten (10) years after the budgetary discharge of the engagement process.  
For the successful candidates offered a contract of employment: Ten (10) years from the termination of employment or from the last pension payment, whatever applicable

The same deadlines, with the exception of retirement, which is not applicable, apply to Seconded National Experts (SNE).

After the above-mentioned periods, only data needed to provide overall statistics on the exercise (number of eligible and non-eligible applications, total number of applications, etc.) will be kept for statistical reasons.

12 - Recipients of the data

The recipients of the data are: the AACC, the designated HR staff, the selection Committees appointed by the AACC and any of the supervisory instances of ERA (i.e. European Court of Auditors, Internal Audit Service, and in case of controversy, the Civil Service Tribunal, the staff Ombudsman, etc.).

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

NA

14 - How is data stored? What are the security measures implemented?

a) Paper copies: The data are stored in cupboards in the HR Team premises, accessible only by the designated HR staff.

b) Computer storage: The data are stored in Sharepoint in a dedicated area only accessible by HR staff.

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

a) Data subjects are informed about the Data Controller, data processing, its purpose, lawfulness as well as their rights through the "recruitment" web page, where there is a relevant "privacy statement".

b) The data subjects may address their requests in writing to the controller. Factual data may be rectified up to the expiration of the deadline for applications, whereas identification data may be rectified at any time. The data subjects can have access to their evaluation results from all stages of the selection procedure (pre-selection, interviews, written tests) and aggregate results. However they cannot be provided with comparative results or individual opinions of the members of the selection panels.

15a - Data subject rights

Right to have access

16 - Legal Basis

Amendment to the Agency's Founding Regulation; ERA ED DEC 237/2009; ERA ED DEC 340/11.2010; ERA ED DEC 677 2013; ERA ED DEC 729/2013; ERA-ED-DEC-678-2013; SR & CEOS (articles 12-15) and 82-84, ANNEX III, especially article 6); Staff Regulations and CEOS and implementing Rules;

17 - Lawfulness of processing

Article 5 b) of Regulation (EU) 2018/1725 The processing of the data is necessary for ensuring compliance with the legal provisions related to the selection of TAs, CAs and SNEs as stipulated in the SRs and the accompanying IRs.

18 - Data minimisation

The HR actors and members of the selection committee, need the data in order

- to ensure correct assessment of the eligibility and selection criteria
- to ensure the eligible candidates are invited for the selection procedure
- to ensure the successful candidate can be offered a CoE or a mandate as SNE.

19 - Accuracy	<p>HR checks whether the applicants respected the guidelines for applying (i.e. submitting within the deadline, using the ERA application form, etc.)</p> <p>HR performs a pre-screening focussing on the eligibility criteria.</p> <p>The members of the selection committee perform an individual screening followed by a meeting where the common assessment is consolidated.</p> <p>HR and the selection committee have no means of checking whether the information in the application form is accurate. However, candidates are informed any false declaration / information can lead to exclusion.</p>
20 - Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.	NA
21 - Special category data	NA
22 - DPIA	NA
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	